

DETACHMENT H

10 August 1970

STANDARD OPERATING PROCEDURE

H-45-34 This Supersedes H-45-34 dated 9 February 1970

TURN-IN PROCEDURES

- I. **PURPOSE:** To establish a definite procedure for the turn-in of serviceable or reparable parts and equipment.
- II. **SCOPE:** The provisions of the SOP apply to all personnel responsible for the turn-in of property.
- III. **RESPONSIBILITIES:** All section supervisors must be familiar with this SOP. The Logistics Officer will be responsible for the monitoring of these procedures.
- IV. **PROCEDURES:**
 - A. SLOE (Special List of Equipment) property and FAK (Fly Away Kit) recoverable items must be turned in to supply to properly maintain accountability and to insure prompt repair of unserviceable items. Turn-in of all property will be made at the warehouse service counter during normal working hours.
 - B. Prior to turn-in, items must be cleaned, inspected and placed in an appropriate protective container. Each item will be identified and tagged with a serviceable (yellow), reparable (green), or condemned (red), tag according to its condition. Reparable and condemned items will have the malfunction annotated in the remarks block of the condition tag. If an item happens to have an expired shelf life date and is being returned to the depot for that reason, the reparable tag should be annotated "TOC time expired".
 - C. Hand receipts for recoverable FAK items previously issued will be returned when a reparable like item is turned in. Supply personnel will list the item on the daily issue recapitulation at the time of the turn-in of reparable or condemned items. Serviceable turn-ins will be placed back in normal stock.
 - D. Reparable or condemned SLOE items turned in will be identified and tagged the same way as FAK item (ref para B above). At the time of each turn-in, supply personnel will list the item on the daily issue recapitulation which will indicate a replacement is required. (If a replacement is not required the procedures in para E will apply) A DD Form 1150 will be prepared by supply personnel in two copies and return one copy to individual making turn-in for filing in section supervisor's SLOE account file. One copy will be used by supply personnel to decrease quantity on supply records and to credit the appropriate section's SLOE account.

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- E. When a serviceable SLOE item is determined excess to this Detachment the section will process a SLOE change prior to making a turn-in. SLOE changes will be processed in accordance with established procedures (ref H-45-35, para B). This change will be submitted to Project Headquarters or Depot for approval/disapproval of the decrease/delete quantity from SLOE authorization. If approved, supply personnel will notify the section concerned. At this time the item will be turned in to supply and the DD Form 1150 prepared and processed in accordance with paragraph D above.
- F. Reparables will be sent to Project Depot in the most expeditious manner. Small items will be forwarded via Registered Air Mail daily and bulky items delivered direct to MAC Transportation at the host support unit.



✓ Detachment Commander

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